

REVIEWING CASE FILES (NON-ECF CASES)

*NOTE: For information on reviewing documents in ECF cases, click on **Docket Review** in the General Info Guide.*

Case files may be reviewed at the Clerk's Office between the hours of 9:00 a.m. and 4:00 p.m. Complete a request form, available at the intake counter, and one of our staff will be glad to bring you the file or files requested. Please note the following concerning case files:

- Pleadings are filed chronologically, from bottom to top in the right-hand section of the folder, so that the original pleading that initiated the bankruptcy case or adversary proceeding will be found at the bottom of the file, and the most recently filed pleadings on top. Pleadings are also numbered sequentially, corresponding to numbers assigned at the time of docketing. All documents are date- and time-stamped at the time of receipt. If you have any questions or difficulty in locating or identifying a document, please ask for assistance.
- Claims are generally kept on the left side of the file. In cases where a large number of claims have been filed, the claims may be kept in separate folders.
- Operating reports in Chapter 11 cases are kept in separate folders.
- Proposed orders are not filed until signed. Information regarding the status of proposed orders pending less than 2 weeks is not generally available.
- Motions are not filed until they have been disposed of, generally by Court order.
- Generally, only three files at a time may be reviewed, unless you contact the Clerk's Office and make an appointment.
- Files may NOT be removed from the Clerk's Office. Pleadings may be removed from files only for the purpose of making copies, and must be promptly replaced in proper order. **Removing documents from the file for any other purpose is absolutely forbidden by federal statute.**
- All files must be returned in proper order promptly upon completion of review.

Title 18 U.S. Code Section 2071 states:

- (a) Whoever willfully and unlawfully conceals, removes, mutilates, obliterates, or destroys, or attempts to do so; or, with intent to do so, takes and carries away any records, proceeding, map, book, paper, document, or other thing, filed or deposited with any clerk or officer of any court of the United States, or in any public office, or with any judicial or public officer of the United States, shall be fined not more than \$2,000 or imprisoned not more than three years, or both.

The Clerk's Office, in its capacity as keeper of the records, is responsible for maintaining their integrity. Files which have been reviewed **MUST** be returned in proper order; violators may be subject to being denied further access to files.